

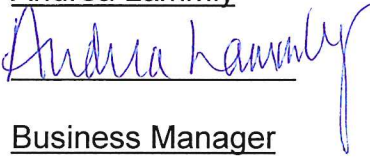
ANNUAL EEO PUBLIC FILE REPORT

For the period beginning 02/01/18 and ending 01/31/19

This report is not required if unit has fewer than five full-time employees.

This report consists of:

- Part 1 Station Information
- Part 2 Recruitment sources/interviewees for each full-time vacancy
- Part 3 Recruitment initiatives

Preparer: Andrea Lammly
Signature: 
Title: Business Manager
Date: January 31, 2019
Telephone: 802-658-1230

*This report, which usually covers the prior 12-month period, is to be placed in each station's public file and web site (if applicable) every year on the anniversary of the due date of the station's renewal application. The initial reporting period is from March 24, 2014, to the station's renewal filing deadline.

PART 1

This report covers the following employment unit:

<u>Call Sign</u>	<u>AM/FM</u>	<u>Facility ID#</u>	<u>Community of License</u>	<u>State</u>	<u>LMA</u>
WOKO	FM	25867	Burlington	VT	No
WKOL	FM	68692	Plattsburgh	NY	No
WJOY	AM	25864	Burlington	VT	No
WIZN	FM	7839	Vergennes	VT	No
WBTZ	FM	52807	Plattsburgh	NY	No

Attached is information concerning the recruitment efforts undertaken by the employment unit to fill the full-time vacancies during the period covered by this report.

A total of two full-time job vacancies were filled by the employment unit.

A total number of three persons were interviewed for all of the full-time vacancies.



HALL *Communications, Inc.*

FULL-TIME VACANCY #1

Job Title: On Air Announcer
Date Filled: October 1, 2018
Total Number of Interviewees: Three

Recruitment Sources: ¹

The following recruitment sources were utilized to fill this vacancy:

Name of Source	Address	Contact Person	Telephone Number	Number of Interviewees Referred
1.	See attached list. Each source on the attached list was contacted for this job opening. The number of interviewees referred is indicated on the list.			
2.				
3.				
4.				
5.				
6.				
7.				

(Add more sources if utilized)

¹ A source with an (*) was the source that referred the hiree. A source with an (x) was a source that requested to be contacted as job openings occur.

EEO LISTINGS FOR JOB POSTINGS

Updated 11/15/18

These companies/organizations are the sources our companies utilizes whenever we have employment opportunities.

ORGANIZATION	CONTACT PERSON	ADDRESS	PHONE NO.	INTERVIEWEES REFFERRED
Hall Communications, Inc.	Website posting/In house referral	70 Joy Drive So Burlington, VT 05403	658-1230	* 3
Champlain College	Patricia Boera	Career Planning Office 163 So Willard Street Burlington, VT 05401	860-2720	
New England School of Communications		1 College Circle Bangor, ME 04401	888-877-1876	
NYS Department of Labor	Employment Services	194 US Oval Plattsburgh, NY 12903	518-561-0430	
Plattsburgh State University	Tobi L. Hay	Career Counselor Employer Relations Specialist SUNY Plattsburgh 101 Broad St-118 Angell College Ctr Plattsburgh, NY 12901	518-564-5075	
St. Michael's College	Ingrid A. Peterson	One Winooski Park, Box 264 Colchester, VT 05439	654-2547	
University of Vermont	Pamela K. Gardner	Career Services Living/Learning, E. Building Burlington, VT 05405	656-3450	
Seven Days	Michelle Brown	P O Box 1164 Burlington, VT 05402	802-864-5684	
Vermont Employment & Training Department		59 Pearl Street #63 Burlington, VT 05401	652-0311 652-0363	
VAB	Jim Condon	500 A Dalton Drive Colchester, VT 05446	655-5764	
Castleton State College	Judith Carruthers	62 Alumni Drive Castleton, VT 05735	802-468-1339	
Clinton Community College	Attn: Human Resources	136 Clinton Point Drive Plattsburgh, NY 12901	518-562-4200	
X-Steps to End Domestic Violence (formerly Women Helping Battered Women)	Jess Forand Megan Foster	jessf@stepsvt.org meganf@stepsvt.org	802-658-3131 Ext 1063	
X-University of Vermont Ctr on Disability & Community Inclusion	Bryan Dague, Ed.D. CRC	208 Colchester Avenue Burlington, VT 05405-1757	802-656-1345	
X-Requested to be notified.				



HALL *Communications, Inc.*

FULL-TIME VACANCY #2

Job Title: Promotions/Marketing Position
Date Filled: Position not filled yet
Total Number of Interviewees: _____

Recruitment Sources: ¹

The following recruitment sources were utilized to fill this vacancy:

Name of Source	Address	Contact Person	Telephone Number	Number of Interviewees Referred
1.	See attached list. Each source on the attached list was contacted for this job opening.			
2.	This position was posted on January 7, 2019 and interviews are being set up.			
3.				
4.				
5.				
6.				
7.				

(Add more sources if utilized)

¹ A source with an (*) was the source that referred the hiree. A source with an (x) was a source that requested to be contacted as job openings occur.

			Updated 11/15/18
These companies/organizations are the sources our companies utilizes whenever we have employment opportunities.			
ORGANIZATION	ADDRESS	PHONE NO.	INTERVIEWEES REFFERED
Hall Communications, Inc.	70 Joy Drive So Burlington, VT 05403	658-1230	
Champlain College	Career Planning Office 163 So Willard Street Burlington, VT 05401	860-2720	
New England School of Communications	1 College Circle Bangor, ME 04401	888-877-1876	
NYS Department of Labor	194 US Oval Plattsburgh, NY 12903	518-561-0430	
Plattsburgh State University	Career Counselor Employer Relations Specialist SUNY Plattsburgh 101 Broad St-118 Angell College Ctr Plattsburgh, NY 12901	518-564-5075	
St. Michael's College	One Winooski Park, Box 264 Colchester, VT 05439	654-2547	
University of Vermont	Career Services Living/Learning, E. Building Burlington, VT 05405	656-3450	
Seven Days	P O Box 1164 Burlington, VT 05402	802-864-5684	
Vermont Employment & Training Department	59 Pearl Street #63 Burlington, VT 05401	652-0311 652-0363	
VAB	4 Carmichael Street, Suite 111-106 Essex Jct, VT 05452		
Castleton State College	62 Alumni Drive Castleton, VT 05735	802-468-1339	
Clinton Community College	136 Clinton Point Drive Plattsburgh, NY 12901	518-562-4200	
X-Steps to End Domestic Violence (formerly Women Helping Battered Women)	jessf@stepsvt.org meganf@stepsvt.org	802-658-3131 Ext 1063	
X-University of Vermont Ctr on Disability & Community Inclusion	208 Colchester Avenue Burlington, VT 05405-1757	802-656-1345	
X-Requested to be notified.			



HALL *Communications, Inc.*

PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

Activity #1*

Activity: Champlain College Job Fair 2018

Date: March 26, 2018 **Preparer:** Andrea Lammy/Steve Pelkey

Host/Sponsor of Activity: Champlain College, Hall Communications, Inc.

Participating Station Personnel: Steve Pelkey, Operation Manger & Marcello Shelzi, PT Announcer

Description of activity and scope of station participation:

Champlain College hosted the Spring Career Fair on Monday, March 26. The Fair was held from 1:30 until 4:30 PM in the Argosy Gym on Champlain's campus. Participating employers representing a broad range of career fields and industries were recruiting candidates for full-time, part-time and seasonal jobs, as well as internships. Hall Communications supports the event with on air pre-promotion to create awareness as well as reports on WOKO and WKOL the day of to increase attendance. The Career Fair was promoted on WJOY/WOKO/WKOL/WIZN/WBTZ. Operations Manager Steve Pelkey and Marcello Shelzi, PT Announcer and Traffic were Hall Representatives.

*If participation in a recruitment activity has not been implemented during this reporting period, please indicate "none" above and add an appropriate explanation (such as, all of the station unit's recruitment activities are to be completed during another year and not the year covered by this report).

SUPPLEMENTAL RECRUITMENT INITIATIVES

ACTIVITY #2

Activity: Plattsburgh/North Country Chamber Spring Job Fair 2018

Date: May 16, 2018

Preparer: Andrea Lammly/Steve Pelkey

Host/Sponsor of Activity: Plattsburgh/North Country Chamber of Commerce, JSEC, One Work Source, Hometown Radio, WJOY/WOKO/WKOL/WIZN/WBTZ

Participating Station Personnel: Steve Pelkey, Operations Manager & Jim Gratton, PT Announcer

Description of activity and scope of station participation:

North Country Chamber of Commerce Job Fair Wednesday, May 16th from 3-7 Westside Ballroom, Plattsburgh, NY:

Plattsburgh-North Country Chamber of Commerce 2018 Spring Job Fair –West Side Ballroom Plattsburgh NY May 16th 3-7: Sponsored by Hall Communications radio stations WOKO-WBTZ-WKOL-WIZN-WJOY. Ran promotional spots leading up to event to attract attendees. Day of attended by Operations Manager Steve Pelkey and staffer Jim Gratton, interviewing potential employees. We ran live remote breaks on WOKO and WKOL to increase day-of traffic and awareness.

*If participation in a recruitment activity has not been implemented during this reporting period, please indicate "none" above and add an appropriate explanation (such as, all of the station unit's recruitment activities are to be completed during another year and not the year covered by this report).

PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

ACTIVITY #3

Activity: Saranac Middle School Career Fair

Date: May 22, 2018

Preparer: Andrea Lammly/Steve Pelkey

Host/Sponsor of Activity: Saranac Middle School

Participating Station Personnel: Jim Gratton, PT On Air Announcer

Description of activity and scope of station participation:

Saranac Middle School Career Fair-Saranac, NY May 22 2018 8:30-Noon: Supported by Hall Communications station WOKO. Attended by staffer/announcer Jim Gratton who talked with students about careers in broadcasting.

*If participation in a recruitment activity has not been implemented during this reporting period, please indicate "none" above and add an appropriate explanation (such as, all of the station unit's recruitment activities are to be completed during another year and not the year covered by this report).

SUPPLEMENTAL RECRUITMENT INITIATIVES

Activity #4

Activity: Plattsburgh/North Country Chamber Job Fair 2018

Date: September 26, 2018 **Preparer:** Andrea Lammlly/Steve Pelkey

Host/Sponsor of Activity: Plattsburgh/North Country Chamber of Commerce, JSEC, One Work Source, Hometown Radio, WJOY/WOKO/WKOL/WIZN/WBTZ Radio

Participating Station Personnel: Steve Pelkey, Operations Manager & Jim Gratton, PT Announcer

Description of activity and scope of station participation:

North Country Chamber of Commerce Job Fair September 26th 3:00-7:00 pm @ Westside Ballroom, Plattsburgh, NY

The Job Fair was attended by Operations Manager Steve Pelkey and On Air talent Jim Gratton. We were there accepting resumes and talked with potential candidates for future part time on air/event work and future Sales positions. The event was pre-promoted on WJOY/WOKO/WKOL/WIZN/WBTZ to attract job seekers and broadcast live reports the day of the Job Fair on WOKO and WKOL.

*If participation in a recruitment activity has not been implemented during this reporting period, please indicate "none" above and add an appropriate explanation (such as, all of the station unit's recruitment activities are to be completed during another year and not the year covered by this report).

SUPPLEMENTAL RECRUITMENT INITIATIVES

Activity #5

Activity: Champlain College Fall Career Fair 2018

Date: October 15, 2018 **Preparer:** Andrea Lammly/Steve Pelkey

Host/Sponsor of Activity: Champlain College, Hall Communications, Inc.

Participating Station Personnel: Steve Pelkey, Operations Manager

Description of activity and scope of station participation:

Champlain College Fall 2018 Career Fair-IDX Student Center Burlington VT October 15th 1:30-4:30:
Sponsored by Hall Communications radio station WOKO. The Station ran promotional spots leading up to event to attract attendees; students and general public.

*If participation in a recruitment activity has not been implemented during this reporting period, please indicate "none" above and add an appropriate explanation (such as, all of the station unit's recruitment activities are to be completed during another year and not the year covered by this report).

PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

ACTIVITY #6

Activity: Activity designed by the station to further job dissemination

Date: February 1, 2018 – January 31, 2019 **Preparer:** Andrea Lammy

Host/Sponsor of Activity: Hall Communications, Inc.

Participating Station Personnel: Dan Dubonnet, V.P. & General Manager

Description of Activity and Station Participation:

In an effort to widely recruit resources for obtaining personnel, stations WJOY-AM, WOKO-FM, WKOL-FM, WIZN-FM and WBTZ-FM each aired an announcement asking groups or organizations that wish to be notified of any or all openings, to call the station and their name will be placed on the Employment Notification List. It was noted in the announcement that Hall Communications, Inc. is an equal opportunity employer and encourages minority and female applicants. Announcement airs throughout each month in all day parts from February 1, 2018 to January 31, 2019.

PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

ACTIVITY #7

Activity: Job Shadow

Date: November 27, 2018

Preparer: Andrea Lammy & Steve Pelkey

Host/Sponsor of Activity: Hall Communications, Inc.

Participating Station Personnel: Bill Sargent, Music Director/On Air Personality

Description of Activity and Station Participation:

TIPS VT-Internship/Job Shadow in conjunction with the Lake Champlain Chamber of Commerce and the Colchester VT School District

A Colchester High School student was hosted at Hall Communications WOKO'S studios in South Burlington, VT November 27 2018 from 8am-1pm. This student has expressed interest in Country radio and WOKO; more specifically how the industry of Country music works behind the scenes. This student was hosted by Morning man/Music Director Bill Sargent to learn more about how music gets selected and scheduled on a Country radio station.